



مدرسة وودلم الأمريكية الخاصة  
Woodlem American  
Private School

# SAFEGUARDING AND CHILD PROTECTION POLICY

## DESIGNATED SAFEGUARDING & CHILD PROTECTION LEAD :

Child protection is the responsibility of all adults and especially those working with children. The development of appropriate school procedures and the monitoring of good practice is the responsibilities of the Child Protection and Safeguarding team.

### NPS Safeguarding and Child Protection Team:

School social worker & committee Leader: Ms. Dalal Rizqallah

School Doctor: Dr. Fathima Saheera Mayyeri

School nurse: Mrs. Salha Rahmah

Safety officer: Mr. Ali Fahad

KG Section: Ms. Noha Hafez

Supervisors: Ms. Razan Hamdan, Ms. Hanna Abu Alhijaa, Ms. Huda Mattar,

Ms. Rama Shaker, Mr -----

Mr. -----

### Reporting Procedure in the educational institutions

Reporting the cases of suspected abuse or that the students might be exposed to on the school campus and its environs, at the facilities of the educational institution, school transport buses, in campus and internal and external activities that are organized by the educational institution or the Ministry. The child's case of abuse is reported in one of the following ways:

- Call 80085 to report in the Child Protection Unit of the Ministry of Education
- Or submit the report via e-mail CPU@moe.gov.ae and attach the supporting papers and documents, if any.
- Or report via the link of child protection on the Ministry's website <https://bit.ly/3bd2Y05>

### Reporting Procedure outside the scope of educational institutions

- All Emirates: Call 116111, Child Protection Center, Ministry of Interior
- Emirate of Dubai, call 800988 Child protection center, Dubai Community Development Authority
- Emirate of Sharjah, call 800700, Child Protection Center, Sharjah Social Services Department

## INTRODUCTION :

The aim of the Woodlem American Private School Child Protection Policy, is to promote good practice by providing children and young people with appropriate safety and protection while in school and to allow all staff to be well informed and confident responses to specific child protection issues.

### Policy statement:

Woodlem American Private School committed to ensuring that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have rights in general and in particular the right to protection from all types of abuse. EVERY CHILD (PERSON) MATTERS
- All suspicions and allegations of abuse, poor practice will be taken seriously & responded to swiftly appropriately

- All staff are covered by this policy and all staff have a responsibility to report concerns to the appropriate person, normally the Designated Safeguarding lead and the Principal.
- All staff receive appropriate training
- This policy is disseminated to all staff, read by all staff and understood by all staff

### **PURPOSE :**

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An effective whole-school child protection policy is one which provides clear direction to staff and others about expected behavior when dealing with child protection issues. An effective policy also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

#### **Three main elements to our child protection policy:**

- a. Prevention through the creation of a positive school atmosphere and the teaching, and pastoral support offered to pupils.
- b. Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- c. Support to pupils who may have been abused.

#### **Policy Implementation:**

This policy applies to all pupils, staff, governors, volunteers and visitors to Woodlem American Private School. We recognize that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse. Our school will therefore:

- a. Establish and maintain an environment where pupils feel safe and secure and are encouraged to talk, and are listened to.
- b. Ensure that pupils know that there are adults within the school who they can approach if they are worried or are in difficulty.
- c. Include in the curriculum, activities and opportunities for Moral Education and PSHE/ Class talks by the Counsellor, which equip pupils with the skills they need to stay safe from abuse. School Enrichment Days and assemblies are the key means of delivery currently.
- d. Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues.

#### **Framework in UAE**

##### **UAE legislations for Child Protection are as follows:**

- UAE Federal Law No. 3 of 2016 on children's rights (Wadeema's Law).
- UAE Department for Health, School Health Guidelines for Private Schools 2011.
- UAE School Inspection Framework 2016, Section 5 The protection, care, guidance and support of students.

### **INTRODUCTION :**

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All adults working with or on behalf of children have a responsibility to protect and safeguard them. There are, however, key people within the school who have specific responsibilities under safeguarding year are listed on the cover sheet of this document.

Is the role of the Child Protection officer (Principal) to ensure that all of the child protection procedures are It is the role of the Designated Safeguarding & Child Protection Lead to ensure

all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.

The Board of Governors and the Principal are responsible for ensuring that the school follows safe recruitment processes.

The role of the Principal and SLT is to ensure that the school has an effective policy, that the Guidelines are complied with and to support the school in this aspect. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

### **PROCEDURES :**

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All action is taken in line with the following guidance:

Staff is kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. However, the Principal will ensure they are aware of the school's safeguarding and child protection policy and the identity of all members of Child Protection lead. Any member of staff, volunteer or visitor to the school who receives a disclosure of abuse, an allegation, or suspects that abuse may have occurred, must report it immediately to the Child Protection Lead, or in her absence, the matter should be brought to the attention of the Principal/SLT. The Child Protection lead will immediately report cases of suspected abuse or allegations to the child protection officer (Principal) in accordance with the procedures outlined within this policy. The school will always undertake to share an intention to refer a child with the parents unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these 'occasions' advice will be taken. Parents can obtain a copy of the school Safeguarding and child protection policy on request from the school.

### **TRAINING AND SUPPORT:**

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The Principal and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date.

### **PROFESSIONAL CONFIDENTIALITY :**

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Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidential.

### **RECORDS AND MONITORING :**

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Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school. These records should be share with external agencies, when required. Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken. These records will be stored in the confidential file, by the Child Protection Lead. If a pupil transfers from the school, these files will be copied for the new establishment and forwarded to the pupil's new school marked confidential and for the attention of the receiving school's Child Protection Officer.

## **SUPPORTING PUPILS AT RISK:**

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Our school recognizes that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place. Woodlem American Private School will endeavor to support pupils through:

- a. The curriculum to encourage self-esteem and self-motivation.
- b. The school ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- c. The implementation of the school's Behavior Policy.
- d. A consistent approach agreed by all staff which will endeavor to ensure the pupil knows that some behavior is unacceptable but she/he is valued.
- e. Regular liaison with other professionals and agencies who support the pupils and their families
- f. A commitment to develop productive, supportive relationship with parents, whenever it is in the child's best interest to do so.
- g. The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- h. Recognition that statistically, children with behavioral difficulties and disabilities are most vulnerable to abuse so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioral problems will need to be particularly sensitive to signs of abuse.
- h. Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection. This policy should be considered alongside other related policies in school. Curriculum for the teaching of Moral Education and PSHE, Counsellor Guidance Class talks, the policy for the management of pupils' behavior, including DGPS anti-bullying, cyberbullying and the health and safety policy.

## **SAFE SCHOOL, SAFE STAFF :**

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It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse. Only authorized agencies may investigate child abuse allegations (currently, in Ajman this would mean the Police only). **WHISTLEBLOWING** We recognize that children cannot be expected to raise concerns in an environment where staff fails to do so. All staff are expected to fully comply, at all times, with the School's Professional Code of Conduct. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to a member of the School's Senior Leadership Team. If a member of staff has concerns about the conduct of a member of the Senior Leadership Team (other than the Principal) they should contact the Principal. If a member of staff has concerns about the conduct of the Principal, they should contact the school Wellbeing Governor or the directors

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**POLICY REVIEW**

The Designated Safeguarding and Child Protection team, or in their absence a member of the School's Senior Leadership Team is responsible for ensuring the annual review of this policy and for ensuring that the list of key contacts on the cover sheet is kept up to date.

<b>Policy</b>	CHILD PROTECTION & SAFEGUARDING	<b>Version</b>	1
<b>Last Update</b>	November 2025	<b>Next Update</b>	November 2026



School Principal Ms. Marah Qaddoura